

# HOUSTON FIRE DEPARTMENT

## Firefighter Trainee Processing Documents

1. Part (A) questionnaire completely filled out – available online @ [www.HFDCareers.org](http://www.HFDCareers.org) (one sided copy only, do not print 2-sided; look under Civil Service Exam 03/13/13)
2. Part (B) questionnaire completely filled out – available online @ [www.HFDCareers.org](http://www.HFDCareers.org) (one sided copy only, do not print 2-sided; look under Civil Service Exam 03/13/13)
3. City of Houston Neogov Application that you completed online (2 copies)  
How to Print Your Neogov Application:
  - a. Go to [https://www.governmentjobs.com/js\\_login.cfm](https://www.governmentjobs.com/js_login.cfm)
  - b. Enter your Username and Password and **CLICK** Login.
  - c. Click Application Status.
  - d. Under Job Title you will see Certified Fire Trainee, **CLICK** View under View App.
  - e. At the very top **CLICK** the Click here for a printable version of this application.
  - f. **The application will have the City of Houston logo on the upward left hand side.** Print two (2) copies.
4. Sealed College Transcript(s) from each and every college that you've attended
  - **Note: You must have 60 transferable semester college hours on or before March 13, 2013 with a minimum grade of "C" or better in each college level course taken from an accredited college/university.**
5. DD – 214 Member 4 - (2) copies (former military applicants only)
6. Valid Driver's License + 3 copies (also bring license to the physical ability test)
7. Original Birth Certificate + 3 copies
8. Original Social Security Card + 3 copies
9. Letter of Disposition from court on all driving violations in the last 3 years  
**Note: If you have no driving violations in the last 3 years, no disposition is needed**
10. Letter of Disposition from court on all criminal violations (juvenile and adult)  
**Note: If you've never been arrested, no disposition is needed**
11. Receipt from Fingerprint Applicant Services of Texas (FAST), that will confirm you were fingerprinted – available online @ [www.HFDCareers.org](http://www.HFDCareers.org)
12. One (1) Photo size 2x2 - locations to take photo are Walgreens, CVS, etc. **Tape photo in the center of an 8x11 sheet of paper and print name and rank number on paper.**
13. Proof of the Hepatitis-B Injection 1

**Note: Each copy of all processing documents must be on a separate sheet of paper**